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TO: Acting Chief, [REDACTED] 25X1A8a
FROM: Chief, Fiscal Section
(THRU: Chief, Finance Division)

Date: 4 June 1947

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1. In furtherance of my report in connection with the inspection trip to the [REDACTED] in [REDACTED] 25X1A6a

25X1A6a and [REDACTED] particularly as the report pertains to the appointment of an administrative official for those locations, as listed in the [REDACTED] report (page 5, par. 1) and in the [REDACTED] 25X1A6a report (page 5, par. f), it is desired to recommend that the official selected for those positions be classified as CAF-9 for the reasons hereinafter listed.

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2. The incumbent must be fully familiar with both domestic and foreign laws relating to the administration of personnel matters; the payment of salary differential or living and quarters allowance; contractual requirements; all government fiscal activities, etc. He must be fully familiar with regulations promulgated by the Treasury Department with respect to procurements and accounting functions; regulations executed by the Civil Service Commission with respect to the employment of personnel, and related items and regulations placed in effect by the General Accounting Office and the Bureau of the Budget in connection with the handling of all types of accounts. He should further be familiar with the decisions of the Comptroller General as they pertain to fiscal functions. In addition he should possess the ability to prepare budget estimates and supervise or direct supervision of the administrative duties on behalf of the Mission.

3. It is my opinion that it would not be possible to secure an employee possessing the qualifications outlined above, especially for an overseas assignment, at a grade lower than CAF-9. In line with our meeting in conjunction with the report, it is understood that you will take appropriate steps to insure that the positions are established and that notification to the effect that the positions have been approved will be furnished to the Finance Division at the earliest practicable date in order that in cooperation with other Divisions of P&A required personnel may be recruited and adequately trained prior to dispatch to the overseas mission.

/s/ [REDACTED] 25X1A9a
Chief, Fiscal Section

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